

**Order Number:**

NY1516413

**Date Job Order Received:**

11/26/2024

**Number of Openings:**

1

**Company Name:**

Lewis County Civil Service

**Job Title:**

Dispatcher Corrections Officer

**Minimum Experience Required:**

No experience requirement provided.

**Job Description:**

This position exists in the County Sheriffs Department and involves primary responsibility for staffing the telecommunications console on an assigned shift in receiving and transmitting messages. When working in the County correction facility, on an incidental basis, the incumbent is responsible for the care and custody of prisoners. Employees in this class must be able to function calmly in emergencies and take appropriate action in an efficient manner. The work is performed under the general supervision of the Undersheriff or other superior with leeway allowed for the exercise of independent judgment in carrying out details of the work. Does related work as required.

Typical Work Activities When performing dispatching duties: Operates radio equipment to direct patrol cars, ambulances and fire equipment to the scenes of crimes, accidents, citizen complaints or other emergencies; Answers incoming telephone calls and provides information or receives complaints from the public; Directs activities of Deputy Sheriffs on patrol by setting priorities of assignment based on information received at headquarters; Operates NYSPIN computer to obtain and relay information about motor vehicles, suspected law violators, etc.; Monitors police, fire and citizens band frequencies continuously to be aware of occurrences which may require involvement of the Sheriffs Department; Makes periodic time and location checks for Deputy Sheriff patrols; Prepares and maintains a variety of logs, records, reports and inventories in relation to the location and activity of patrol units, and all calls received on tour of duty; Receives calls from the public in need of law enforcement services, and queries caller in a calm, systematic manner to determine the seriousness and nature of the situation, the location, the services needed, and other information necessary to evaluate the situation; Dispatches patrol cars to the scenes of motor vehicle accidents or citizen complaints involving a wide variety of crimes, suspected crimes and other public safety incidents; Runs checks on drivers licenses and motor vehicle registrations; Sends missing person, stolen vehicle, DMV requests and other messages via teletype; Answers telephone calls for Village Police Department and Conservation Officers and dispatches patrol cars in response to complaints; Monitors burglar alarms located in businesses or private residences and maintains log book on all emergency contacts for alarms; Records basic information such as names, times and nature of complaint on complaint and report forms; May operate remote electric lock to open doors to allow persons to enter or exit the facility; Runs criminal record checks using department arrest records and NYSPIN terminal for Sheriffs Department officials, District Attorney, military recruiters and others;

Relays weather and road conditions to law enforcement officers in the county.  
Graduation from high school or possession of a high school equivalency diploma.  
SPECIAL REQUIREMENTS: Completion of New York State Commission of Corrections training prior to completion of the probationary period.

**Job Location:**

Lowville, New York 13367

**Pay:**

\$25.27 - \$28.44 Hourly

**Benefits:**

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays,  
Retirement/Pension

**Hours per Week:**

Not specified.

**Duration:**

Full Time, Regular

**Work Days:**

Monday Thru Friday

**Shift**

Not specified.

**Public Transportation:**

Not specified.

**Minimum Education Required:**

GED

**Driver Licenses, Including Endorsements:**

Not specified.

**How to Apply:**

To apply, contact the employer by: Internet or Phone

Phone: Smith, Caitlyn (315) 377-2049

Web-site: <https://www.governmentjobs.com/careers/lewiscountylewiscountycl>